

RENO DEVELOPMENT APPLICATION

ACTION REQUESTED:
(Please Check)

- ☐ ABANDONMENT
- ☐ **ANNEXATION ****
- ☐ BOUNDARY LINE ADJUSTMENT
- ☐ MASTER PLAN AMENDMENT
- ☐ MINOR DEVIATION
- ☐ PARCEL MAP
- ☐ REVERSION TO ACREAGE
- ☒ SITE PLAN REVIEW
- ☐ SPECIAL USE PERMIT - MAJOR
- ☐ SPECIAL USE PERMIT - MINOR
- ☐ TENTATIVE MAP
- ☐ WITH MAINTENANCE DISTRICT
- ☐ VARIANCE
- ☐ ZONING MAP AMENDMENT
- ☐ AMENDMENT IN A COOPERATIVE PLANNING AREA

****Annexations are required to be submitted separately
and may not be combined with other applications**

For Community Development Department Use Only:

CASE NUMBER:

Date Received _____
Time Received _____

PROJECT NAME: Vesta School Tenant Improvement

PROJECT DESCRIPTION: Interior remodel of existing vacant building for secondary school

PROJECT ADDRESS: 121 Vesta St.

PROPERTY SIZE: 0.83 acres ASSESSOR'S PARCEL NO(S): 014-135-22

ATTACH LEGAL DESCRIPTION OF PROPERTY.

ZONING - EXISTING: CC PROPOSED: CC

MASTER PLAN - EXISTING: Special/NP Wells Av PROPOSED: Same.

EXISTING LAND USE: Vacant but formerly a restaurant & bar.

PROPERTY OWNER(S)

NAME: Robert Pereira/Vesta St Properties LLC

ADDRESS: One Spectacle Pond Road
Littleton, MA 01460

PHONE: 801-606-2857

APPLICANT/DEVELOPER(S)

NAME: Paul Gascoigne/C.S.Property Solutions

ADDRESS: 11693 San Vicente Blvd, #530
Los Angeles, CA 90049

PHONE: 310-472-3030

FAX NO: 801-606-2857

PERSON TO CONTACT REGARDING APPLICATION:

NAME: Jeff Turnipseed/Tectonics Design Grp.
(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: 6880 S. McCarran Blvd, Suite 11
Reno, NV 89509

PHONE: 824-9988 ext 12

FAX NO: 824-9986

E-MAIL ADDRESS: jt@tdg-inc.net

The City of Reno will direct all mail on this project to the contact person designated above.

The above information is required.

APPLICATION PROCESSING

1. Submittal Dates:

Applications for minor deviations, site plan reviews, parcel maps, reversions to acreage, or boundary line adjustments may be submitted any regular business day.

Master Plan Amendments are accepted on the first business day of each calendar quarter (January, April, July, and October). See submittal date list for exact intake dates.

All other applications are accepted on approximately the first and third Tuesday day of each month. See submittal date list for exact intake dates.

2. For all cases which require a public hearing, the contact person identified on the application will be sent a letter acknowledging receipt of the application as complete and any committee meetings requiring their attendance.

3. The following applications require a hearing before the Reno City Planning Commission:

Special Use Permit	Variance
Tentative Map	

The following applications require a hearing before the Reno City Planning Commission and City Council:

Master Plan Amendment
Zoning Map Amendment

4. The following applications go directly to the City Council, unless packaged with another application that requires Planning Commission review:

Abandonment	Development Agreement
Annexation	

5. Notice:

Master Plan Amendments, Special Use Permits, Site Plan Reviews, Tentative Maps, Variances, Annexations, and Zoning Map Amendments: All property owners within 750 feet of the subject site boundaries will be notified by mail regarding the project and the time, date and location of the hearing.

Abandonment: Abutting property owners will be notified by mail regarding the project and the time, date and location of the City Council hearing.

The applicant is responsible for posting notices on the site within fourteen (14) calendar days prior to the public hearing after the administrator has accepted an application as completed for a Master Plan Amendment, tentative map, site plan review, special use permit, abandonment, variance, or zoning map amendment request. Posting notices will be provided by the administrator. **Please see the Master Plan Application for special noticing and neighborhood meeting requirements to be held by the applicant.**

6. At the hearing, the applicant and all other interested parties will be heard. The protocol is as follows:

Staff	Five (5) minutes
Applicant	Fifteen (15) minutes total (no rebuttal time); or ten (10) minutes presentation, five (5) minutes rebuttal
Opponents/ Interested Persons	Fifteen (15) minutes per group or three (3) minutes each per person

The chair of the Planning Commission may modify the protocol at his/her discretion.

7. Decisions: Following the hearing, the Planning Commission will make its recommendation (approval, denial, or table pending more information or site inspection). After a recommendation, staff will notify the City Clerk's office of the action.

The Planning Commission is the final decision maker on tentative maps, special use permits, and variances which are not part of a multiple request application that includes an annexation, abandonment, development agreement, zone change, or Master Plan Amendment. Applications may be approved with one hearing unless they are appealed.

The City Council is the final decision maker on appealed cases, abandonments, annexations, development agreements, Master Plan amendments and zoning map amendments. However, projects of regional significance and Master Plan amendments must be found in conformance with the Truckee Meadows Regional Plan by the Regional Planning Commission.

OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize _____ (name) to request development related applications for _____ (*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers _____, which are further described in the attached legal descriptions. I declare under penalty of perjury that the foregoing is true and correct for development case number LDC _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Signature

Printed Name

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____, _____ (name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

* Abandonment
Annexation
Boundary Line Adjustment
Master Plan Amendment
Minor Deviation
Parcel Map
Reversion to Acreage
Site Plan Review
Special Use Permit
Tentative Map
Variance
Zoning Map Amendment

APPLICANT AFFIDAVIT

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for _____
_____ (*use list below) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for development case number LDC _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Company: _____

Name: _____

Title: _____

Signed: _____

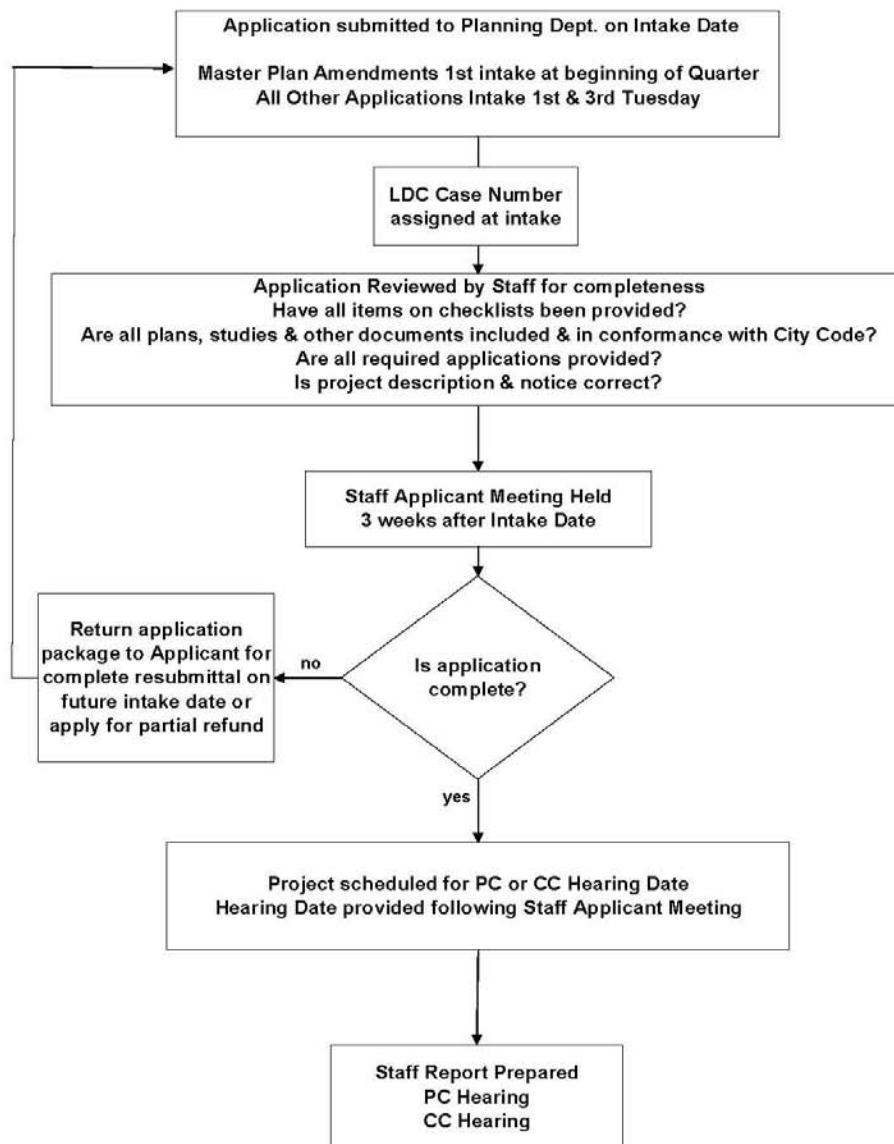
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____, _____(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

- * Abandonment
- Annexation
- Boundary Line Adjustment
- Master Plan Amendment
- Minor Deviation
- Parcel Map
- Reversion to Acreage
- Site Plan Review
- Special Use Permit
- Tentative Map
- Variance
- Zoning Map Amendment

Applications will be processed as follows:



APPLICATION REQUIREMENTS

The administrator reserves the right to require additional information on any application prior to determining that it is complete.

Application submittals shall include the following information:

1. All application materials shall be submitted in a digital format in addition to hard copies as specified in this application. In addition to the digital application documents (applications, affidavits, legal descriptions maps, elevations, checklists, reports, signage documents, light documents and other supporting documents), a GIS shape file or Auto CAD drawing of the project boundaries for annexations, abandonments, Master Plan Amendments, and zone changes shall be submitted. For dual or multi-zoned parcels, boundaries must be shown for each zoning district.
2. If a PUD or Development Agreement handbook is requested, a digital copy of the handbook that can be amended by City staff shall be submitted with the application. If the project is approved by the City Council with major changes to the handbook, an amended digital copy of the document shall be submitted with the final copy of the handbook and shall include the following:
 - a. One file in PDF form of the entire document
 - b. All individual graphic files in *tif* or *jpg* format
 - c. All word processing files in Microsoft word format

No copyright or proprietary information may be included in the text or graphics in the document. The front cover may include the name of the firm it was prepared by and for whom it was prepared for.

3. If a power point presentation to the Planning Commission or City Council is made during the public hearing for the project, two (2) digital copies (or hard copies) of the presentation materials shall be submitted to the City for record keeping purposes. All new maps, pictures or other presentation materials shown during the presentation must be surrendered to staff at the close of the public hearing.

Postponements and Invalid Applications are subject to the following (Section 18.06.205 of the Community Development Code):

- a. Postponement of hearing or administrative decision by applicant.
 1. All requests by applicants to postpone a public hearing or administrative decision shall be provided to the administrator in writing no later than 5:00 p.m. the day prior to the scheduled public hearing or decision.
 2. The applicant shall pay for notification and advertising costs caused by requested postponement when filing the request for postponement.
 3. Any application that is postponed by the applicant and is not reactivated within 90 days shall become invalid ten days after a notice of invalidation is provided by the administrator to the applicant by certified mail.
 4. Regardless of the stage in the review process, any application which is postponed more than twice by the applicant will become invalid.

- b. New application required after an application has become invalid.
1. A new application is required to be submitted after an application has become invalid because of this Section 18.06.205.
 2. The applicant shall pay all applicable fees and charges for the new application as if no application had been previously submitted.
 3. The new application shall be regularly scheduled with no priority given because a previous application had been submitted on the matter.

Reimbursements for incomplete, withdrawn or invalid applications are as follows:

Site Plan Review and Discretionary Review Cases:

<u>Case Progress</u>	<u>Amount of Refund</u>
• Case Setup	80%
• Staff/Applicant meeting	50%
• Research	25%
• Postcards sent out	10%
• Draft staff report written	0%

Boundary Line Adjustment, Minor Deviation and Parcel Map Cases:

• Case set-up	80%
• Research	25%
• Decision Letter Written	0%

Original Application and Seventeen copies (along with 8 CDs) for the following applications:

Master Plan Amendment
Tentative Map

Original Application and Twelve copies (along with 8 CDs) for the following applications unless filed with one of the above-noted requests:

Special Use Permit
Variance
Zoning Map Amendment

Original Application and Ten copies (along with 1 CD) for the following applications unless filed with one of the above-noted requests:

Abandonment
Site Plan Review
Annexation

Additional copies may be requested on a case-by-case basis dependent on distribution requirements.

Applications that include a project of regional significance, an amendment in a cooperative planning area, or environmental constraints shall submit additional copies as described below:

Projects of Regional Significance, add:

Six copies of a Traffic Study to the City of Reno, and One copy of the original application and Traffic Study to the Truckee Meadows Regional Planning Agency. See page 8 of this application for a more detailed description of the application process.

Cooperative Planning:

Original application and Twenty-three copies (along with 8 CDs) including the Cooperative Planning application and its associated supplemental information are required. See page 9 of this application for a more detailed description of the application process.

For tentative maps; parcel maps (with at least one parcel of 2.5 acres or less); special use permits and site plan reviews (where the site is greater than one acre) that include Hillside Development, disturbance of a Major Drainageway(s), or where cut slopes are proposed exceeding 20 feet and/or fill slopes are proposed exceeding 10 feet, the following checklists must be submitted:

- ☐ Preliminary Grading & Drainage Plan and Checklist
- ☐ Preliminary Utility Plan and Checklist
- ☐ Preliminary Hydrology Report and Checklist
- ☐ Preliminary Geotechnical Report
- ☐ Preliminary Sewer Report and Checklist

Public Art Requirement

A 2% for public art requirement applies to all projects that are funded in whole or in part by the City of Reno or Reno Redevelopment Agency and/or are a project of a quasi governmental agency (such as Washoe County Airport Authority or RSCV, RTC, etc.) per Title 22 of the RMC. Provide one (1) copy of original to the Arts and Culture Division of the Parks, Recreation and Community Services Department.

Public Amenities Requirements:

If the proposed project is in a TOD or Regional Center Overlay zone, then pedestrian amenities of up to 2% of the entire project costs exclusive of land and financing may be required.

For Master Plan and/or zoning map amendments submitted without an associated project, refer to specific application for checklist.

_____(Applicants Initials) ***Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and the review process.**

GENERAL APPLICATION CHECKLIST

INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING.

APPLICATIONS Originals shall be unbound with two hole punch at top of application. Copies shall be collated and bound into separate packets of the following:

Applicant Complete and Correct	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	1	Application Form(s)	<input type="checkbox"/>
<input type="checkbox"/>	2	Owner's Affidavit, Applicant Affidavit	<input type="checkbox"/>
<input type="checkbox"/>	3	If there is a mobile home park within 750 feet, provide the park parcel number, name, and address	<input type="checkbox"/>
<input type="checkbox"/>	4	Advisory Board information (This requirement does not apply to site plan reviews)	<input type="checkbox"/>
<input type="checkbox"/>	5	Legal Description (legal descriptions for annexations, zone changes and abandonments <u>must</u> be signed and stamped by a State of Nevada professional land surveyor)	<input type="checkbox"/>
<input type="checkbox"/>	6	8-1/2" x 11" a Site Plan and the "Site Plan, Access and Circulation Checklist" (see map guidelines and the checklist section of this application)	<input type="checkbox"/>
<input type="checkbox"/>	7	8-1/2" x 11" Zoning/Vicinity Map (see map guidelines)	<input type="checkbox"/>
<input type="checkbox"/>	8	24" x 36" Colored Display Map (1 copy only for original application)	<input type="checkbox"/>
<input type="checkbox"/>	9	24" x 36" Non-Colored Display Map	<input type="checkbox"/>
<input type="checkbox"/>	10	8-1/2" x 11" Color Building Elevations	<input type="checkbox"/>
<input type="checkbox"/>	11	24" x 36" Building Elevations (original to be in color)	<input type="checkbox"/>
<input type="checkbox"/>	12	24" x 36" Preliminary Grading & Drainage Plan and Checklist (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	13	24" x 36" Preliminary Utility Plan and Checklist (if applicable) – may be part of the site/grading plan	<input type="checkbox"/>
<input type="checkbox"/>	14	Preliminary Hydrology Report and Checklist (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	15	Preliminary Geotechnical Report (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	16	Preliminary Sewer Report and Checklist (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	17	24" x 36" Preliminary Landscape Plan and Checklist (if applicable) - may be part of the site plan	<input type="checkbox"/>
<input type="checkbox"/>	18	Traffic study as required by RMC 18.12.903	<input type="checkbox"/>
<input type="checkbox"/>	19	Handicap parking spaces and regular parking space calculations	<input type="checkbox"/>
<input type="checkbox"/>	20	Information on signage	<input type="checkbox"/>
<input type="checkbox"/>	21	Exterior lighting	<input type="checkbox"/>
<input type="checkbox"/>	22	Slope Cell Map (for hillside developments)	<input type="checkbox"/>
<input type="checkbox"/>	23	Supporting Information	<input type="checkbox"/>
<input type="checkbox"/>	25	Check or Money Order	<input type="checkbox"/>
<input type="checkbox"/>	26	Project of Regional Significance Analysis (if applicable)	<input type="checkbox"/>

****Map scale for grading and utility plans shall not exceed 1 inch = 60 feet. FOLD ALL 24" X 36" MAPS TO APPROXIMATELY 9" X 12"**

PROJECTS OF REGIONAL SIGNIFICANCE

1. If the project will require a change in zoning, a special use permit, an amendment to a master plan, a tentative map or other approval for the use of land which, if approved, will have an effect on the region of increasing:
 - (a) Employment by not less than 938 employees; Yes ☐ No ☐
 - (b) Housing by not less than 625 units; Yes ☐ No ☐
 - (c) Hotel accommodations by not less than 625 rooms; Yes ☐ No ☐
 - (d) Sewage by not less than 187,500 gallons per day; Yes ☐ No ☐
 - (e) Water usage by not less than 625 acre feet per year; or Yes ☐ No ☐
 - (f) Traffic by not less than an average of 6,250 trips daily. Yes ☐ No ☐
2. The project is:
 - (a) An electric substation; Yes ☐ No ☐
 - (b) A transmission line that carries 60 kilovolts or more; Yes ☐ No ☐
 - (c) A facility that generates electricity greater than 5 megawatts; Yes ☐ No ☐
 - (d) Natural gas storage and peak shaving facilities; Yes ☐ No ☐
 - (e) Gas regulator stations and mains that operate over 100 pounds per square inch; Yes ☐ No ☐
 - (f) A performing arts center with 750 or more seats; or Yes ☐ No ☐
 - (g) A convention facility of 80,000 square feet or more. Yes ☐ No ☐
3. The project is a geothermal wellfield gathering system and power generation facility or a mining operation on any land shown on the Regional Land Use Diagram or within 20 miles of any land shown on the Regional Land Use Diagram. Sand, gravel and aggregate pits for construction projects within the Truckee Meadows are specifically excluded from this guideline.
4. The project is a social service facility, such as, but not limited to, a homeless shelter or residential alcohol or drug treatment center, addressing the needs of 25 or more persons, which is proposed to be located within 1/2 mile of an adjacent jurisdiction's boundary or Sphere of Influence boundary. Day care facilities for children are specifically excluded from this guideline.
5. The project is located or partially located in an area designated on the map titled "Potential Wetlands, Stream Environment and Regionally Significant Hydrologic Resources Map", and the developer of the project does not propose to leave the designated area in its natural state.
6. The project contains average slopes of 15% or greater, as determined by a site specific analysis of slopes, and the developer does not propose to leave the percentage of land specified in Map 3 in the 2002 Truckee Meadows Regional Plan in a natural state. A project that is not in strict compliance with the numerical standards of Map 3, but that is determined by a local government to be developable without significant effects on slope stability, erosion and the visual impact of the development when viewed from other areas and to be consistent with regional design guidelines used by local governments to help interpret Map 3, shall be determined to be in compliance with the provisions of Map 3.
7. The project site contains an historic, archeological or cultural resource and the developer does not agree to:
 - (a) abide, by the provisions of an Archeological Program that has been adopted by a local government and which is in conformance with policy 25b of the Regional Plan; or
 - (b) in the absence of an adopted Archeological Program, to follow mitigation measures approved by the Washoe Tribe, the Pyramid Lake Paiute Tribe, the Reno-Sparks Indian Colony and the State Division of Historic Preservation and Archeology with respect to resources that are either on or eligible for inclusion on the National Register of Historic Places.
8. The project is a capital improvement program of the Washoe County School District.
9. The project is a new or significantly expanded regional solid or hazardous waste management project.

The determination as to whether or not a project meets any one of the criteria listed above shall be based on the total size of the project, including all phases, additions, expansions, and the master planned development of any adjoining vacant land available for development and controlled by one developer or owner to establish the cumulative total size of the project.

COOPERATIVE PLANNING

Cooperative planning is a concept which arose of the settlement of the case, Washoe County, et. al. v. Truckee Meadows Regional Planning Governing Board, Case No. 02-03469. The concept of cooperative planning is that certain areas within the City of Reno ("City") and Washoe County ("County") will be cooperatively planned with participation from both entities.

Areas subject to cooperative planning are identified in Exhibit 1 of the Settlement Agreement. Annexed properties outside the Reno Sphere of Influence will also be subject to cooperative planning. If you have questions whether your project is subject to cooperative planning, please contact the planner who has been assigned to review your application. If you do not know the name of the planner, you may call (775) 334-2221 to determine that information.

All development proposals within cooperative planning areas are subject to a supplemental package of zoning provisions (RMC 18.08.403).

If your application is a request to amend Master Plan land use designations, zoning map designations or development standards (zoning text) within a cooperative planning area, an analysis of applicable "cooperative plan amendment criteria" [RMC 18.08.404 (e)] will be required in all applications. An analysis of applicable "Interim Water Policies" as adopted by the Regional Water Planning Commission will also be required. Amendments to land use, zoning and development standards are also subject to an appeal process at the regional planning level if Washoe County is aggrieved by the City's decision. While not required, it is recommended that pre-application meetings be held with Reno and Washoe County Planning staff prior to submittal of cooperative plan amendment requests.

Applicants should also be aware that the City has adopted County-approved Specific Plans that are located within Cooperative Planning Areas. Development proposals are required to comply with applicable provisions of these Specific Plans. The City of Reno Master Plan map indicates the geographic extent of each Specific Plan.

Site Plan, Access, and Circulation Checklist

Project Name: _____ Reviewed By: _____
Case Number: _____ Engineer of Record or Architect: _____
Date: _____ Applicant: _____

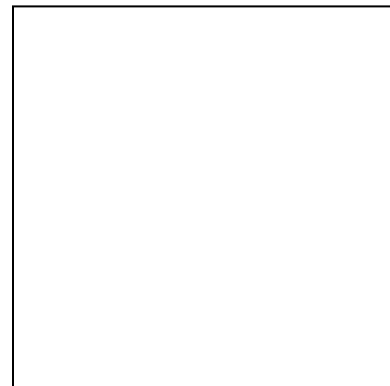
Applicant Correct and Complete	Item No.	ITEMS REQUIRED FOR SITE PLAN, ACCESS AND CIRCULATION CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	1	All required owner affidavits and/or easements from adjacent land owners impacted by the project are included.	<input type="checkbox"/>
<input type="checkbox"/>	2	All required applications provided for the proposed project. All required application documents are provide (applicant affidavit, metes and bounds legal description, title report, treasure tax information, assessors parcel number information, traffic study, sewer report, drainage study, soils report, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	3	Site plan provides adequate level of detail and information for review (boundaries, dimensions, square-footage call-outs, adjacent roadway information, adjacent properties identified, parking and land use statistics, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	4	All existing and propose easements are shown and labeled with all easement abandonments identified.	<input type="checkbox"/>
<input type="checkbox"/>	5	Proposed site accesses, roadway improvements, acceleration/deceleration lanes, intersection designs, and off-site circulation patterns in conformance with the Traffic Study, the Design Manual, City code, and/or good engineering practices (locations, minimum spacing criteria, widths, throat depths, curb return radii, restricted turning movements, gating, configurations, sight distances, on-street parking restrictions, access routes, maximum tangent lengths, median openings, minimum centerline curvatures, minimum cul-de-sac and knuckle radii, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	6	Public rights-of-way, public use easements, private access easements, private streets, emergency accesses, and all other project access concerns are established or proposed to be resolved with application. Ownership and maintenance of adjacent roadways not within City right-of-way are established within application.	<input type="checkbox"/>
<input type="checkbox"/>	7	All required on-site/off-site roadway and intersection improvements, with proposed street cross-sections, are depicted in the application and in conformance with the Design Manual.	<input type="checkbox"/>
<input type="checkbox"/>	8	Common use driveways, alleys, parking spaces, drive aisles, on-site circulation, fire access routes, on-site truck routes, and dead end travel paths are proposed in accordance with the Design Manual and City code (number of units served, backing space, distance form intersections, turning radii, vehicle wheel travel paths, turning templates, travel lane widths, adequate turn-around dimensions, divided entrance for fire access, typical sections, parking restrictions, etc.).	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR SITE PLAN, ACCESS AND CIRCULATION CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	9	Adequate access provided to all utilities, sanitary sewers, and storm water management facilities in accordance with the Design Manual.	<input type="checkbox"/>
<input type="checkbox"/>	10	Proposed demolition, project phasing, infrastructure improvement scheduling provided with the application.	<input type="checkbox"/>
<input type="checkbox"/>	11	Preliminary improvement plans and application documents are legible and meet City standards for applications submittal.	<input type="checkbox"/>
<input type="checkbox"/>	12	Proposed sidewalk improvements will provide pedestrian connectivity throughout the site and to the adjacent public rights-of-way. At least one pedestrian route from adjacent rights-of-way to each building can meet ADA requirements. All required ADA compliant improvements are proposed (pedestrian ramps, parking spaces, ADA routes, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	13	Rehabilitation plans for deteriorated pavement surfaces, curb and gutters, sidewalks, and driveway aprons within on-site or adjacent roadways, alleys, access easements, etc.	<input type="checkbox"/>
<input type="checkbox"/>	14	Proposed off-site roadway and site access lighting is shown with improvements proposed in accordance with City standards.	<input type="checkbox"/>
<input type="checkbox"/>	15	Exiting and proposed public streets are defined using City of Reno Master Plan and RTC Regional Roadway classifications.	<input type="checkbox"/>
<input type="checkbox"/>	16	Proposed signage and stripping is adequate for preliminary plans in accordance with the Design Manual, MUTCD, RTC, and NDOT standards (in that hierarchal order).	<input type="checkbox"/>
<input type="checkbox"/>	17	Proposed curb painting/lettering for parking limitations and/or prohibitions are depicted. All existing and proposed special parking and curb use zones depicted per City standards (fire zones, loading zones, bus/taxi zones, disabled zones, hotel zones, time zones). Speed control, traffic calming, and mid-block crossing provisions depicted per City standards.	<input type="checkbox"/>

The following checklist items are in accordance with the minimum requirements for site design and transportation planning contained in multiple chapters of the Public Works Design Manual and multiple section of Title 18 of the Reno Municipal City code. Address circled items as directed.

SUBMITTED BY (Firm): _____

(Engineer's or Architect's Signature)



(Engineer's or Architect's Seal)

PRELIMINARY GRADING AND DRAINAGE PLANS

Preliminary Grading and Drainage Plans are required for the following applications:

- Tentative Maps,
- Parcel Maps with at least one parcel of 2.5-acres or less,
- Special Use Permits and Site Plan Reviews where:
 - the site is greater than one acre, or
 - the site involves Hillside Development, or
 - the area of disturbance includes a Major Drainageway, or
 - cut slopes are proposed to equal or exceed 20-feet in depth and/or fill slopes are proposed to equal or exceed 10-feet in height.

Preliminary Grading and Drainage Plans shall include, at a minimum, the information specified on the enclosed Preliminary Grading and Drainage Plan Checklist. A signed and sealed copy of the checklist must be submitted.

PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST

Project Name: _____ Reviewed By: _____
Case Number: _____ Engineer of Record or Architect: _____
Date: _____ Applicant: _____

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Project name, Firm, Engineer's Signature & Seal.	<input type="checkbox"/>
<input type="checkbox"/>	2	The Preliminary Grading Plan for the entire project, stamped by a Nevada registered civil engineer, showing existing contours at maximum 5 foot intervals, approximate street grades, proposed surface drainage, approximate extent of cut and fill slopes, retaining walls and structures, and approximate building envelopes and all pad elevations sufficient to convey the impact of grading.	<input type="checkbox"/>
<input type="checkbox"/>	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for grading plans shall not exceed 1 inch = 60 feet.	<input type="checkbox"/>
<input type="checkbox"/>	4	Date, north arrow, scale and sheet numbers in relation to the total number of sheets.	<input type="checkbox"/>
<input type="checkbox"/>	5	All streets indicated as either public or private.	<input type="checkbox"/>
<input type="checkbox"/>	6	Soils Report, prepared by a Nevada registered civil engineer, including soils characteristics sufficient for use in tentative structural design, i.e., street sections, building pads, etc.	<input type="checkbox"/>
<input type="checkbox"/>	7	A Hydrology Report and drainage study of the site prepared by a Nevada registered civil engineer prepared in accordance with the minimum requirements of Section 2 of Chapter II of the City of Reno Public Works Design Manual, latest edition. Specifically, the locations, sizes, flow directions, and peak discharges for 5-year and 100-year frequency events for each existing and proposed drainage facility within and abutting the project boundaries, together with the tributary watershed areas for each. In addition to other related checklist items, the report shall include preliminary runoff generation, size, and flow conveyance calculations for all watersheds and storm water management facilities.	<input type="checkbox"/>
<input type="checkbox"/>	8	Indicate any portion of the site within the boundary of the project located within a special FEMA Flood Hazard Zone.	<input type="checkbox"/>
<input type="checkbox"/>	9	Ownership, direction of flow, 5-year and 100-year peak flows, and the approximate location and size of existing and proposed storm drains, culverts, swales, and open channels.	<input type="checkbox"/>
<input type="checkbox"/>	10	All existing and proposed detention/retention basins with approximate sizes and capacities, outlet works, peak inflow and outflow values, and location, type, and direction of emergency overflow/outfall features.	<input type="checkbox"/>
<input type="checkbox"/>	11	The location, size and direction of flow of the nearest available public storm drain installation.	<input type="checkbox"/>

Applicant Complete and Correct	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	12	The location and outline to scale of each existing building, permanent structure, or other permanent physical feature, and any alteration or removal of the same.	<input type="checkbox"/>
<input type="checkbox"/>	13	Explanation for handling storm water drainage, and estimated additional runoff generated by the proposed development.	<input type="checkbox"/>
<input type="checkbox"/>	14	The surrounding area within 150' of the exterior boundaries of the proposed subdivision showing the following: a. Topography with maximum 5 foot contours. b. Street location, names, widths of right-of-way, and pavement widths (including existing curb cuts of both sides of the streets). c. Existing maintenance and emergency access roads. d. Direction of drainage for all adjoining roadways. e. Existing flood control/drainage facilities, structures, etc.	<input type="checkbox"/>
<input type="checkbox"/>	15	The width of right-of-way and approximate grade of each street (public or private), alley, and access road within and necessary to serve the proposed project.	<input type="checkbox"/>
<input type="checkbox"/>	16	All known areas of potential hazard, including but not limited to, earthquake faults, earth slide areas, avalanche areas or otherwise hazardous slopes, clearly designated on the map.	<input type="checkbox"/>
<input type="checkbox"/>	17	Design of public and private streets, rights-of-way, and collective driveways such that emergency access by firefighting and other service vehicles is practical. Maintenance and emergency access roads, temporary or permanent, are to be designated on the map with proposed grading and drainage features.	<input type="checkbox"/>
<input type="checkbox"/>	18	Identify slopes steeper than 3:1 and indicate methods proposed for erosion control and slope stabilization for such slopes, with an explanation of how the methods were derived.	<input type="checkbox"/>
<input type="checkbox"/>	19	Identify the amount of material to be imported or exported from the site, and haul routes from the point of origin to the receiving site.	<input type="checkbox"/>

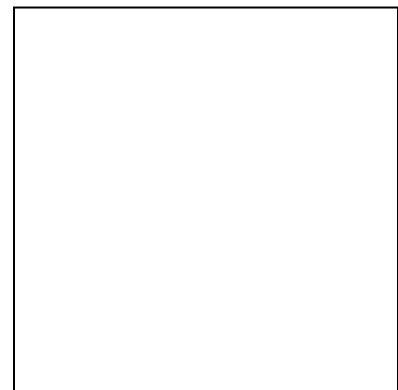
Applicant Complete and Correct	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff Incomplete										
<u>Hillside Development Projects</u>													
<input type="checkbox"/>	20	<p>Slope Cell Map with: a scale no less than one inch equals 60 feet, existing ground contour intervals of not more than two feet, proposed contours within intervals matching existing contours, and colored pre-grading slope groups categorized in accordance with the Hillside Density Calculations. Slope ranges shall be colored as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>1. 0 – 15%</td> <td>Green</td> </tr> <tr> <td>2. 15.1 – 20%</td> <td>Yellow</td> </tr> <tr> <td>3. 20.1 – 25%</td> <td>Orange</td> </tr> <tr> <td>4. 25.1 – 30%</td> <td>Red</td> </tr> <tr> <td>5. Greater than 30%</td> <td>Maroon</td> </tr> </table>	1. 0 – 15%	Green	2. 15.1 – 20%	Yellow	3. 20.1 – 25%	Orange	4. 25.1 – 30%	Red	5. Greater than 30%	Maroon	<input type="checkbox"/>
1. 0 – 15%	Green												
2. 15.1 – 20%	Yellow												
3. 20.1 – 25%	Orange												
4. 25.1 – 30%	Red												
5. Greater than 30%	Maroon												
<input type="checkbox"/>	21	Additional grading plans and site improvement plans shall be superimposed over the color Slope Cell Map.	<input type="checkbox"/>										
<input type="checkbox"/>	22	All additional plans and exhibits required by Reno Municipal Code, Section 18.12.1601 for Hillside Development.	<input type="checkbox"/>										
<input type="checkbox"/>	23	All required plans for Hillside Developments shall be wet stamped, signed, and certified accurate by a civil engineer registered in the State of Nevada.	<input type="checkbox"/>										
Supplemental Information													
<input type="checkbox"/>	24	Explanation of measures proposed to eliminate or mitigate areas of potential hazard identified on plans.	<input type="checkbox"/>										
<input type="checkbox"/>	25	Indication of prominent landmarks, areas of unique natural beauty, rock outcroppings, vistas and natural foliage which will be deciding considerations in the design of the subdivision.	<input type="checkbox"/>										
<input type="checkbox"/>	26	When a project contains potential wetlands, stream environments, and areas of significant hydrologic resources, the Preliminary Grading and Drainage Plan shall be accompanied by a Technical Survey fulfilling the requirements of Section 18.12.1807 of the Reno Municipal Code for Wetlands and Stream Environment Protection Standards (revised November, 2004). If the wetland or stream is a major drainageway as classified in the Major Drainageway Plan, the Technical Survey shall include the items specified in that plan. Relevant design techniques or mitigation measures defined in the Technical Survey shall be incorporated into the Preliminary Grading and Drainage Plan.	<input type="checkbox"/>										
<input type="checkbox"/>	27	For applications requiring a Special Use Permit for disturbance of a Major Drainageway, the Preliminary Grading and Drainage Plan shall depict the 100-year floodplain boundary and the 15 foot setback area as measured from grade break for all drainageways in accordance with Reno Municipal Code, Title 18 for Drainageway Protection Standards.	<input type="checkbox"/>										

Applicant Complete and Correct	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	28	For Tentative Map and Special Use Permit applications, the applicant shall submit additional plans depicting no less than two cross sections of the site with horizontal scales the same as that of the Preliminary Grading and Drainage Plan and vertical scales shown at a 1:1 representation, or proportional to the horizontal scale (e.g., 10-100, 4-40, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	29	For applications requiring a Special Use Permit for excessive cuts and fills, the applicant must submit an additional plan view which graphically delineates all areas of proposed cuts in excess of 20-feet and proposed fills in excess of 10-feet. Within each area, the maximum cut depth or fill height shall be noted (in feet). This sheet shall utilize the same scale as the Preliminary Grading and Drainage Plan.	<input type="checkbox"/>

The application is not considered to be complete by the City until all applicable requirements of this checklist have been fulfilled by the applicant. Incomplete applications will not be scheduled for public hearing.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

Preliminary Hydrology/Drainage Report Checklist

Project Name: _____ Reviewed By: _____
Case Number: _____ Engineer of Record or Architect: _____
Date: _____ Applicant: _____

Applicant Correct and Complete	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	1	Title Page with project name, engineering firm, engineer's seal and signature, and date.	<input type="checkbox"/>
<input type="checkbox"/>	2	Description of project location, including a Vicinity Map, Site Plan, adjacent roadways, adjacent developments, etc.	<input type="checkbox"/>
<input type="checkbox"/>	3	Area of project, description of existing land use, proposed development, project phasing, topography, ground cover, major drainageways, storm water management facilities, etc.	<input type="checkbox"/>
<input type="checkbox"/>	4	Description and relevance of previous drainage studies pertinent to the development or prepared for the subject site.	<input type="checkbox"/>
<input type="checkbox"/>	5	Exhibit(s) and description(s) of the project site and its relationship to nearby or on-site FEMA Flood Hazard Zones.	<input type="checkbox"/>
<input type="checkbox"/>	6	Exhibit(s) and description(s) of the off-site and on-site watershed and storm water facilities impacting the project and/or adjacent to the project boundaries for the pre-development and post-development site conditions.	<input type="checkbox"/>
<input type="checkbox"/>	7	Hydrologic parameters, assumptions, and methodologies utilized in the 5-year and 100-year rainfall and runoff calculations for off-site and on-site drainage subbasins. Parameters and calculations shall distinguish between pre-development and post-development site conditions with all sources referenced.	<input type="checkbox"/>
<input type="checkbox"/>	8	Hydraulic parameters, assumptions, and methodologies utilized in the 5-year and 100-year peak runoff flow calculations for existing and proposed storm water facilities in the pre-development and post-development site conditions. Storm water facilities to include: swales and open channels, catch basin inlets, storm drains, streets, culverts, detention basins, irrigation ditches, ponds, wetlands, and any special appurtenances (retention basins, infiltration systems, sump pumps, etc.) All calculations and design flow limitation to be in accordance with the Design Manual.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	9	Indicate the ownership and maintenance of all existing and proposed storm water management facilities (i.e., private, public, City of Reno, Sparks, or Washoe County). Describe the entity(s) proposed to provide private storm water facility maintenance as applicable.	<input type="checkbox"/>
<input type="checkbox"/>	10	Demonstrate the adequacy of the proposed storm water management facilities to collect and convey off-site tributary and project generated peak storm water flows in accordance to the performance criteria defined in the Design Manual. Provide preliminary calculations and designs, including sizes, materials, and slopes, for all culverts, storm drains, and drainage channels/swales.	<input type="checkbox"/>
<input type="checkbox"/>	11	Determination of the adequacy of the existing downstream storm water system(s) to accommodate the peak flows from the developed site and the need for on-site storm water detention/retention.	<input type="checkbox"/>
<input type="checkbox"/>	12	Preliminary detention/retention basins calculations and sizing parameters, including: storage volumes, inlet and outlet performance information, maximum water surface elevations, and emergency overflow provisions.	<input type="checkbox"/>

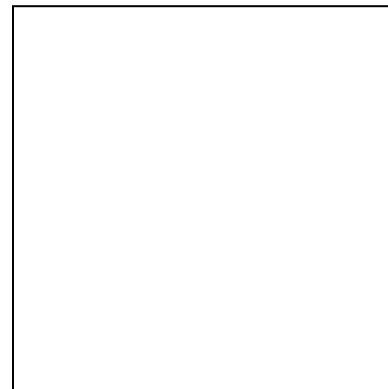
<p style="text-align: center;"><u>Supplemental Information</u> (As needed to support the project scope)</p>			
<input type="checkbox"/>	13	Provide information regarding the ownership and maintenance of irrigation facility traversing or abutting the subject site and the development plan to modify or discharge storm waters into this facility.	<input type="checkbox"/>
<input type="checkbox"/>	14	Provide information regarding the sites inclusion within a Truckee River Critical Flood Pool Zone. Describe the development plan for mitigating the project's impact on this flood pool zone in accordance with City code	<input type="checkbox"/>
<input type="checkbox"/>	15	Provide information regarding the soil conditions (percolation testing, etc.), design volumes, redundant volumes, maintenance access, observation ports, and emergency overflow provisions for the proposed storm water retention/infiltration basin.	<input type="checkbox"/>
<input type="checkbox"/>	16	Provide information regarding the discharge of on-site storm waters into the adjacent natural water body and the proposed mitigations to meet City code requirements for minimum water quality standards.	<input type="checkbox"/>
<input type="checkbox"/>	17	Provide information regarding any proposed FEMA Flood Hazard Zone map revision or amendment applications intended to support this project.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	18	Provide an exhibit and description of all storm water facilities (public or private) proposed to be abandoned, including the method of abandonment.	<input type="checkbox"/>
<input type="checkbox"/>	19	Provide a discussion on the impact of potential shallow groundwater on site improvements and underground facilities and proposed mitigations.	<input type="checkbox"/>

The following checklist items are in accordance with the minimum requirements for Hydrology & Drainage Reports contained in Chapter II of the Public Works Design Manual (Revised: March 2004). Address circled items as directed.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

PRELIMINARY UTILITY PLANS

Preliminary Utility Plans shall include, at a minimum, the information specified on the enclosed Preliminary Utility Plan Checklist: a signed and sealed copy of the checklist must be submitted.

Whenever a Preliminary Utility Plan is required it shall be accompanied by a Preliminary Sewer Report, and a Preliminary Sanitary Sewer Report Checklist, in addition to a Conceptual Water Supply and Conveyance Study. The Preliminary Utility Plan shall have the same horizontal scale as the Preliminary Grading and Drainage Plan when submitted together.

A Preliminary Utility Plan is required whenever the project proposes to construct, upsize, or relocate a private or public utility main, pump station, or service lateral, including: sanitary sewer systems, storm drains, potable water supplies and transmission mains, reclaimed water systems, groundwater dewatering systems, overhead utility services, and underground utility services. The information required for a Preliminary Utility Plan may be incorporated onto other plans (site plans or grading plans) as long as the integrity and legibility of the combined information is preserved.

PRELIMINARY UTILITY PLAN CHECKLIST

Project Name: _____ Reviewed By: _____
Case Number: _____ Engineer of Record or Architect: _____
Date: _____ Applicant: _____

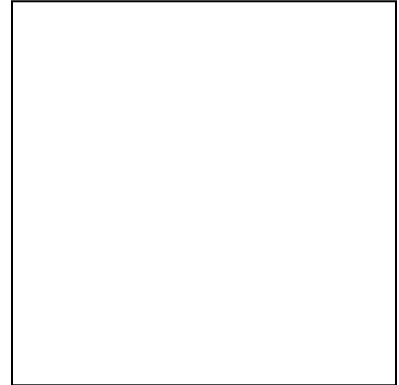
Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	1	Project name, Firm, Engineer's Signature & Seal.	<input type="checkbox"/>
<input type="checkbox"/>	2	The Utility Plan for the entire project, stamped by a Nevada registered civil engineer, showing all requirements of this checklist and other pertinent and project specific details sufficient to convey the intent of the project and regional facility impacts.	<input type="checkbox"/>
<input type="checkbox"/>	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for utility plans shall not exceed 1 inch = 60 feet.	<input type="checkbox"/>
<input type="checkbox"/>	4	Date, north arrow, scale, sheet numbers in relation to the total number of sheets.	<input type="checkbox"/>
<input type="checkbox"/>	5	A Sewer Report for the entire project, stamped by a Nevada registered civil engineer, prepared in accordance with the minimum requirements of Section 4 of Chapter IV of the City of Reno Public Works Design Manual, latest edition.	<input type="checkbox"/>
<input type="checkbox"/>	6	The location, size, direction of flow, as well as current and designed capacity, of the nearest available public sewer along with the estimated amount of sewage to be contributed.	<input type="checkbox"/>
<input type="checkbox"/>	7	The location, size, direction of flow, as well as designed capacity, for all proposed public sewer facilities along with the estimated amount of sewage to be contributed.	<input type="checkbox"/>
<input type="checkbox"/>	8	The location, size, direction of flow, as well as current and designed capacity, for existing and/or proposed private sewer facilities including lift stations, force mains, septic systems, and pressure sewer systems along with the estimated amount of sewage to be contributed.	<input type="checkbox"/>
<input type="checkbox"/>	9	A Conceptual Water Supply and Conveyance Study for the entire project, stamped by a Nevada registered civil engineer. This study shall include a description, estimation of water demand, and needs analysis for all existing and proposed water mains, storage facilities, pumping facilities, and water wells proposed to serve the project or encumber the lands within the project boundaries for regional water supply and conveyance needs. Note: This information may require the applicant to coordinate with the water purveyor on a tentative project planning level prior to submittal of City application.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	10	Size, location, and ownership of the nearest available public water mains and all proposed points of connection thereto. Note: Prior to approval of any final map the source of water with "will serve" letter from the water purveyor is required.	<input type="checkbox"/>
<input type="checkbox"/>	11	Size, location, and ownership of all proposed water distribution and service mains within the project boundary and/or adjacent lands necessary to serve the project or provide water supply to adjacent lands. Note: This information may require the applicant to coordinate with the water purveyor on a tentative project planning level prior to submittal of the Tentative Map.	<input type="checkbox"/>
<input type="checkbox"/>	12	Ownership, all Points of Connection (POC), direction of flow, and the approximate location and size of existing and proposed storm drains, sanitary sewers, electrical power services, and all other 'dry' utility services. All existing and proposed easements and access roads and their associated grading shall be shown in conjunction with these facilities and services.	<input type="checkbox"/>
<input type="checkbox"/>	13	The location, size, and description of all existing and proposed drainage pipes, culverts, detention basins, and open channel facilities with all required access roads.	<input type="checkbox"/>
<input type="checkbox"/>	14	Power facilities on or adjacent to the development and method of service to individual buildings. The plan must identify the location, ownership, and nature of all existing overhead utilities and identify those proposed to be relocated or placed underground as part of the project. All relocations shall be schematically shown.	<input type="checkbox"/>
<input type="checkbox"/>	15	The width and approximate location of all existing or proposed easements within the project boundary, whether public or private, for access, roadways, drainage, sewers, water, irrigation, and all other public utility purposes and their associated grading.	<input type="checkbox"/>
<input type="checkbox"/>	16	<p>The surrounding area within 150' of the exterior boundaries of the proposed subdivision showing the following:</p> <ul style="list-style-type: none"> a. Street location, names, widths of right-of-way, and pavement widths (including existing curb cuts on both sides of the streets). b. Easement location, descriptions, widths, and information regarding the perpetuation or abandonment of same. d. Existing utilities, structures, etc. 	<input type="checkbox"/>

The application is not considered to be complete by the City until all applicable requirements of this checklist have been fulfilled by the applicant. Incomplete applications will not be scheduled for public hearing.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

Preliminary Sanitary Sewer Report Checklist

Project Name: _____ Reviewed By: _____
Case Number: _____ Engineer of Record or Architect: _____
Date: _____ Applicant: _____

Applicant	Item No.	ITEMS REQUIRED PRELIMINARY SANITARY SEWER REPORT CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	1	Title Page with project name, engineering firm, engineer's seal and signature, and date.	<input type="checkbox"/>
<input type="checkbox"/>	2	Description of project location, including a Vicinity Map, Site Plan, adjacent roadways, adjacent developments, etc.	<input type="checkbox"/>
<input type="checkbox"/>	3	Area of project, description of existing land use and proposed development (including potential project phasing).	<input type="checkbox"/>
<input type="checkbox"/>	4	Exhibit(s) and description(s) of the sanitary sewer tributary areas within and outside of the project area and boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	5	Exhibit(s) and description(s) of the existing and proposed sanitary sewer facilities, including: sewer main layouts, preliminary pipe sizes, directions of flow, and special appurtenances (lift stations, force mains, siphons, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	6	Indicate the ownership and maintenance of all existing and proposed sanitary sewer facilities (i.e., private, public, City of Reno, Sparks, or Washoe County). Describe the entity(s) proposed to provide private sewer maintenance as applicable.	<input type="checkbox"/>
<input type="checkbox"/>	7	Preliminary calculations for peak and cumulative sewer flows, including flows generated from areas outside of the project area and boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	8	Preliminary hydraulic calculations, parameter assumptions, and methodologies for depths of flows and velocities for existing and proposed sewer mains per the Design Manual.	<input type="checkbox"/>
<input type="checkbox"/>	9	Determination of the adequacy of the existing and proposed sanitary sewer system to accommodate the proposed development from the point of connection to a public sanitary sewer interceptor in accordance to the performance criteria defined in the Design Manual (contact Community Development Engineering or Public Works Sanitation for assistance in identifying the nearest public interceptor).	<input type="checkbox"/>
<input type="checkbox"/>	10	Provide an exhibit and description of existing sanitary sewer facilities (public or private) proposed to be abandoned or relocated, including the method of abandonment.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED PRELIMINARY SANITARY SEWER REPORT CHECKLIST	Staff
Correct and Complete			Incomplete
		Supplemental Information (As needed to support the project scope)	
<input type="checkbox"/>	11	Provide sewer flow measurements or contact Public Works Sanitation Department to ascertain existing average daily flows, peak sewer flows, and available additional capacities in the downstream facilities into which this project proposes to discharge.	<input type="checkbox"/>
<input type="checkbox"/>	12	Identify special land uses and developments, such as hospitals, schools, large office buildings, etc., within the project area or sewer shed. Provide a description of the methods and assumptions used to calculate peak sewer flows generated from each.	<input type="checkbox"/>
<input type="checkbox"/>	13	Identify all non-domestic waste being introduced into the sanitary sewer system, such as industrial process wastes, cooling waters, contaminated storm waters, parking structure runoff, etc., within the project area or sewer shed. Provide a description of existing or proposed pretreatment devices and an explanation of the methods and assumptions used to calculate peak sewer flows generated from each.	<input type="checkbox"/>
<input type="checkbox"/>	14	Provide a detailed study for any sanitary sewer lift stations existing or proposed within the sewer system. Include design calculations, operational description, performance analyses, and an economic justification as required by the Design Manual.	<input type="checkbox"/>

The following checklist items are in accordance with the minimum requirements for Sanitary Sewer Reports contained in Chapter IV of the Public Works Design Manual. Address circled items as directed.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

PRELIMINARY LANDSCAPE PLAN SUBMITTAL REQUIREMENTS CHECKLIST

The plan shall, at a minimum, identify all areas to be landscaped and include required and provided area and tree calculations, water regime, and general types of landscaping proposed for the areas as more specifically described by Section 18.12.1203 of the Reno Municiple Code.

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY LANDSCAPE PLAN SUBMITTAL CHECKLIST	Staff
			Incomplete
<input type="checkbox"/>	1	Identification of all areas to be landscaped	<input type="checkbox"/>
<input type="checkbox"/>	2	Area and tree calculations	<input type="checkbox"/>
<input type="checkbox"/>	3	Water regime (type of irrigation)	<input type="checkbox"/>
<input type="checkbox"/>	4	General types of landscaping proposed for the area	<input type="checkbox"/>

ESTIMATION OF WATER DEMAND FOR LAND DEVELOPMENT PROJECTS

<u>Type of Project</u>	<u>Demand</u>		<u>Acre Feet/Year</u>				
1. Single Family Residential Lot: (use the demand that is closest to your square footage)							
5,000 square foot lot	0.32	x	_____	lots	=	_____	
6,250 square foot lot	0.37	x	_____	lots	=	_____	
7,500 square foot lot	0.41	x	_____	lots	=	_____	
8,750 square foot lot	0.45	x	_____	lots	=	_____	
10,000 square foot lot	0.48	x	_____	lots	=	_____	
12,500 square foot lot	0.53	x	_____	lots	=	_____	
15,000 square foot lot	0.57	x	_____	lots	=	_____	
17,500 square foot lot	0.60	x	_____	lots	=	_____	
20,000 square foot lot	0.63	x	_____	lots	=	_____	
2. Mobile Home Lot	0.25	x	_____	lots	=	_____	
3. Apartments, duplexes, condominiums or townhouses (excluding outside utility and/or recreational uses)	0.19	x	_____	lots	=	_____	
4. Hotel, first class facilities, restaurants, convention space	0.34/room	x	_____	rooms	=	_____	
5. Hotel, limited facilities	0.30/room	x	_____	rooms	=	_____	
6. Motel	0.30/room	x	_____	rooms	=	_____	
7. Commercial or industrial building	2.26/acre	x	_____	acres	=	_____	
8. Laundry - commercial use	0.25/machine	x	_____	machines	=	_____	
9. Landscaping Turf Drip System	3.41/acre	x	_____	acres	=	_____	
TOTAL DEMAND					=	=====	

Demand subject to NRS 540.071 and 540.091

Notes:

- A. Demand does not include drought year dedication.
- B. Residential figures supplied by Truckee Meadows Water Authority.
- C. Single family figures include landscaping needs.

PRESENTATION OF PROJECTS TO ADVISORY BOARDS

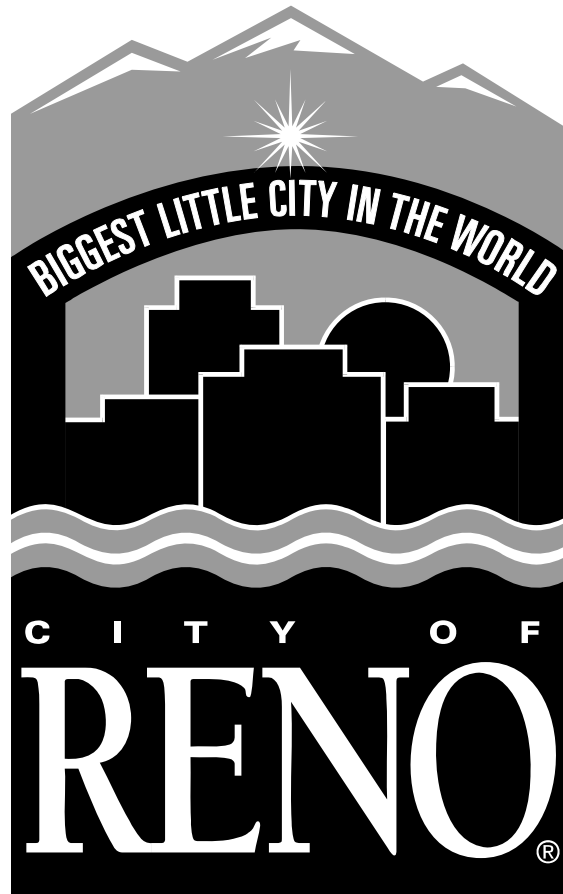
There are two types of advisory boards, the City of Reno's ("City") neighborhood advisory boards and Washoe County's ("County") citizen advisory boards. More information is available at www.cityofreno.com or www.co.washoe.nv.us.

1. CITY OF RENO'S NEIGHBORHOOD ADVISORY BOARDS

If your project is located within the City of Reno, you may voluntarily present your project to a neighborhood advisory board. If you choose to do so, please contact the City of Reno's Community/Neighborhood Services program at 775-321-8318 or visit our web site www.cityofreno.com.

2. WASHOE COUNTY'S CITIZEN ADVISORY BOARDS

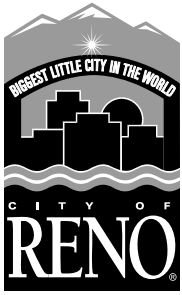
- A. Development proposals for an administrative variance, boundary line adjustment, parcel map, reversion to acreage or site plan review are not customarily requested to be reviewed by a citizen advisory board.
- B. If your development proposal is outside the City's boundary line, but within the City's Sphere of Influence ("sphere"), the County will request that you present your project to the appropriate citizen advisory board.
- C. To determine if your project is within the City's sphere, you may review the "Reno Sphere of Influence" map at the Community Development Office or contact the Planning Technician at the City of Reno Community Development Department at 775-321-8309. Please have the Assessor Parcel number for your property ready prior to calling.
- D. If your project is with the City's sphere, please contact Washoe County Community Development Department at 775-328-6100 to obtain instructions on presenting your project to the appropriate citizen advisory board.
- E. If you know the appropriate citizen advisory board for your development proposal, you may obtain further information, such as meeting dates, times, locations, applications, agendas, and membership rosters at Washoe County's web site www.co.washoe.nv.us.
- F. You should submit your development project sufficiently early to the appropriate citizen advisory board to allow review of the project by 8 days before the hearing date which should allow the County's staff to include the review in its report.



NEIGHBORHOOD ADVISORY BOARD
AGENDA RESERVATION
INFORMATION PACKET

COMMUNITY RELATIONS DIVISION Neighborhood Services

P.O. Box 1900, 1 East First Street, 5th Floor
Reno, Nevada 89505
775-321-8318
775-334-3124 Fax



Neighborhood Advisory Board Agenda Reservation Process

Welcome to the City of Reno Community Relations Division/Neighborhood Services and the procedures for placing your development project on a Neighborhood Advisory Board's meeting agenda. If you are not familiar with our process, let's begin with a brief introduction of the Neighborhood Advisory Boards.

There are currently eight Neighborhood Advisory Board's (NAB's). Formalized by the City Council in 1995, Neighborhood Advisory Boards were created to give citizens an opportunity to resolve neighborhood issues. The purpose of the Neighborhood Advisory Boards are part of the official citizen participation structure of the City of Reno for issues relating to land use, environment, physical development budget, traffic and other programs, activities, and uses in which citizen participation is desirable to improve the quality of life of the residents of the City of Reno. The goal of the NABs are to enhance the livability of the Boards' areas by establishing and maintaining an open line of communication among citizens and other city government entities; to provide an open process by which all members of the public may involve themselves in the affairs of the Boards; and to engage in and perform such activities as duly authorized by the Reno City Council.

With this in mind, the following instructions will ensure that your project is placed on the upcoming NAB agenda for your project area. If your project is in one of the map areas (see attached NAB boundary maps) it is strongly recommended by the City Council, but not required, that you present your project before the appropriate Neighborhood Advisory Board. Presenting your project before the NAB will save your project time in the planning application process.

To have an item placed on the NAB agenda:

1. Contact the City of Reno Community Relations/Neighborhood Services program at 775-321-8318 to request a NAB Agenda Reservation Form, a current list of NAB board members, and a NAB meeting schedule.
2. Complete the NAB Agenda Reservation Form and return the form to Community Relations staff no later than 1:00 p.m., ten (10) working days prior to the NAB meeting date. Please make sure your contact information is included, i.e., telephone, fax number and e-mail/mailing address.
3. Prepare a one page project description (include the City of Reno Planning department case number, description, planner name and the specific location/address of your project). Provide a clear site plan and vicinity zoning map demonstrating a minimum radius of 750 feet. Deliver or mail one packet to each of the appointed members of the appropriate Neighborhood Advisory Board at least one week prior to the meeting.

Once the Agenda Reservation Form is received in Community Relations/Neighborhood Services (either hand delivered or faxed to 775-334-3124) with all requested information, your project will be added to the upcoming agenda for the appropriate NAB.

(NAB meetings are subject to the posting requirements of the Open Meeting Law and thus the reason for the stringent time line.)



Date and time received in CRD: _____
(This portion to be filled out by NAB Coordinator)

City of Reno Neighborhood Advisory Board AGENDA RESERVATION FORM

Meeting Date: _____ E-mail Address: _____

NAB/Ward #: _____ Submitted By: _____

Chair Person: _____ Work Phone: _____

Staff Person: _____ Fax Number: _____

Item Title: ***Exactly*** as it is to read on the agenda; please type or print; Item should read as it appears on information submitted. (Developers, please include City of Reno Planning Dept., Case Number and Description.)

Action Item _____ Information Only Item _____

Recommended Action/Motion _____

Required Information

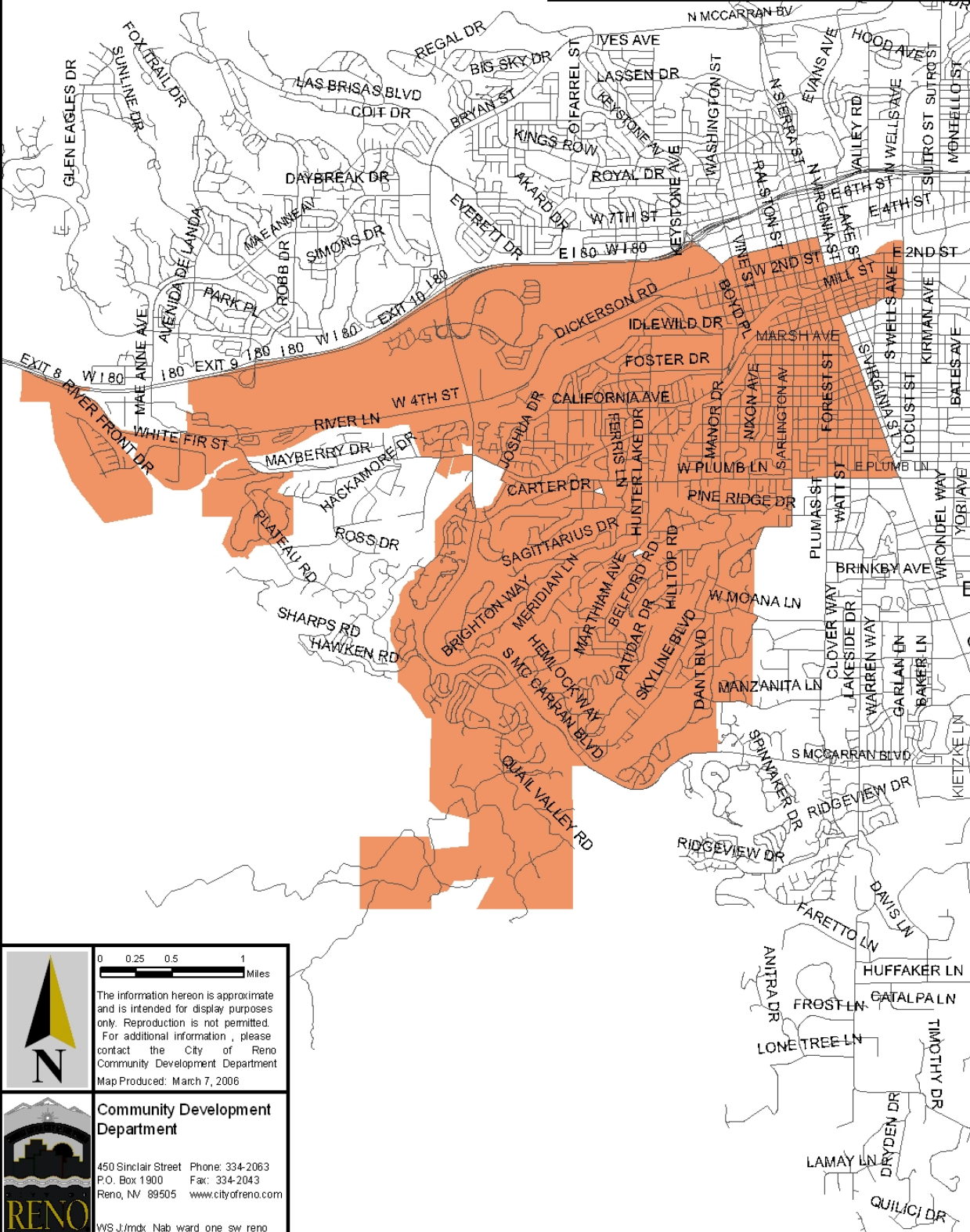
Materials Submitted:

NAB member packages	_____ Yes _____ No
Planning Commission Meeting Date	_____
Board of Adjustment Meeting Date	_____
Reno City Council Meeting Date	_____

(Complete All Applicable Dates)

To be placed on a Neighborhood Advisory Board Agenda the "Agenda Reservation Form" is due to Community Relations staff no later than ten (10) working days at 1:00 p.m., prior to the NAB meeting date. Please fax to (775) 334-3124 or hand deliver to 1 E. First Street, 5th Floor, Reno. For additional information please call (775) 321-8318.

Ward One Southwest Reno



Ward Two Central Reno

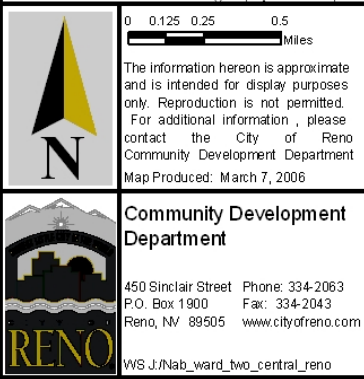
0 0.125 0.25 0.5 Miles

The information hereon is approximate and is intended for display purposes only. Reproduction is not permitted. For additional information, please contact the City of Reno Community Development Department. Map Produced: March 7, 2006

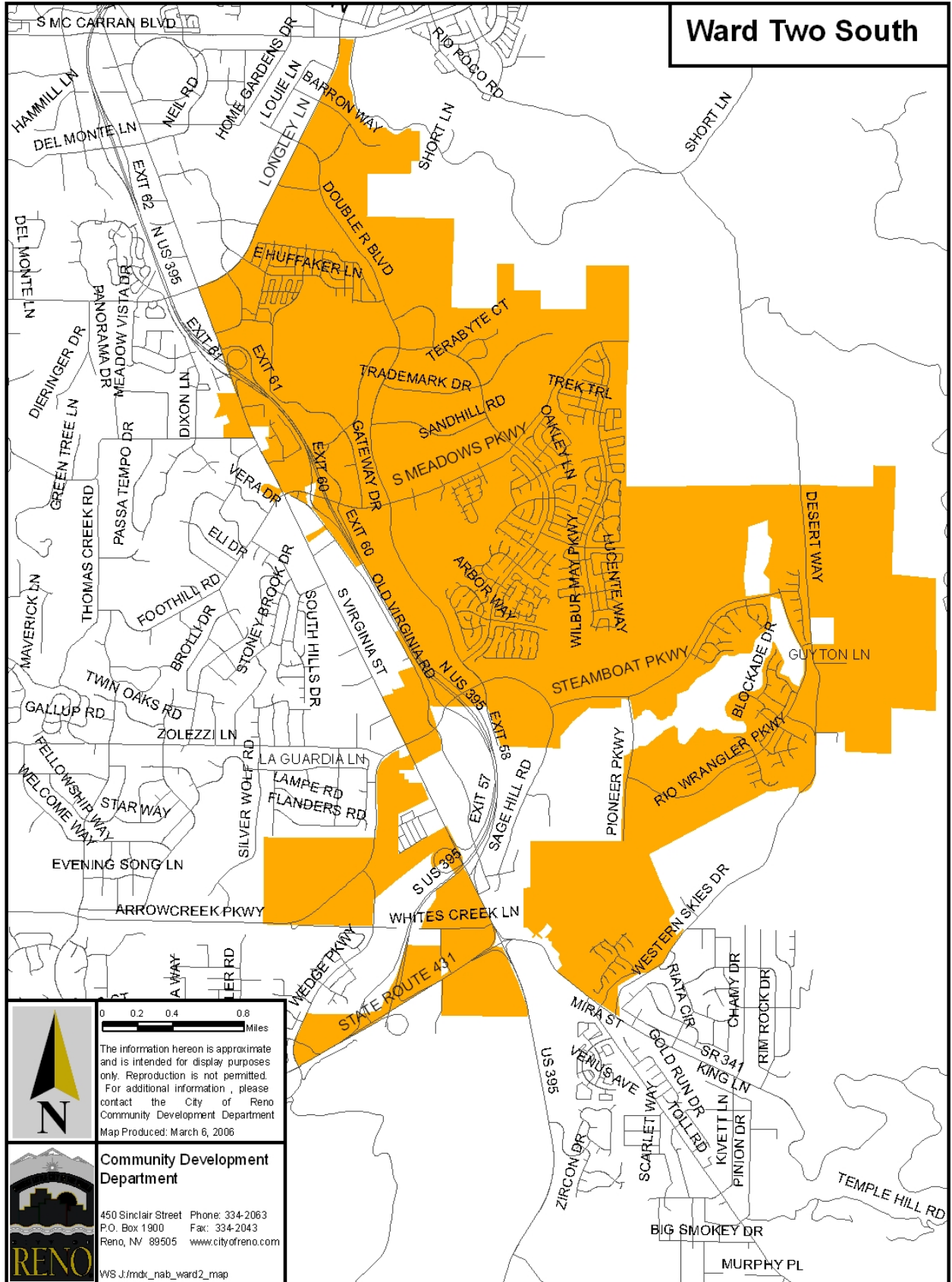
Community Development Department

450 Sinclair Street Phone: 334-2063
P.O. Box 1900 Fax: 334-2043
Reno, NV 89505 www.cityofreno.com

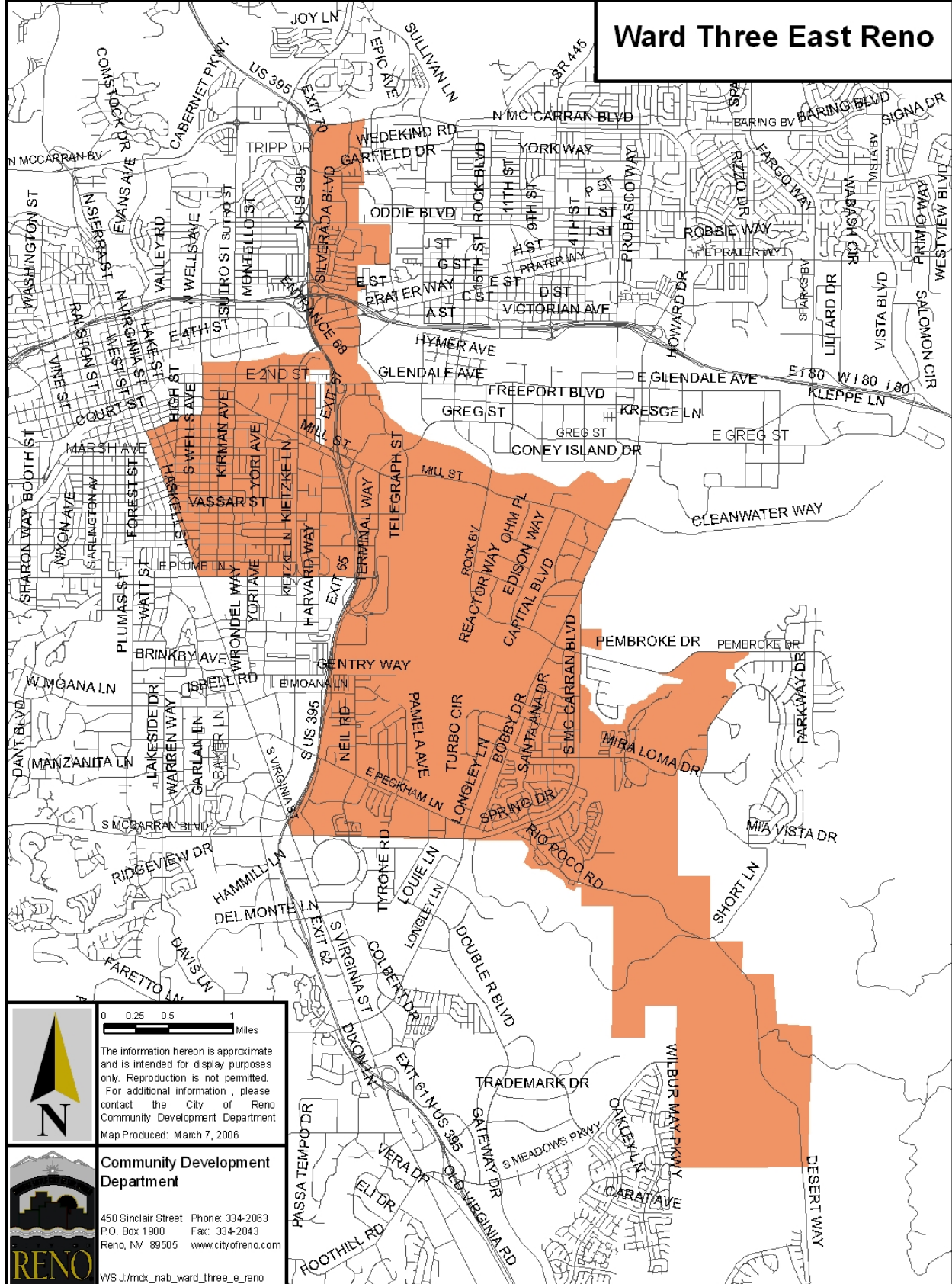
WS J\Nab_ward_two_central_reno



Ward Two South



Ward Three East Reno



0 0.25 0.5 1 Miles

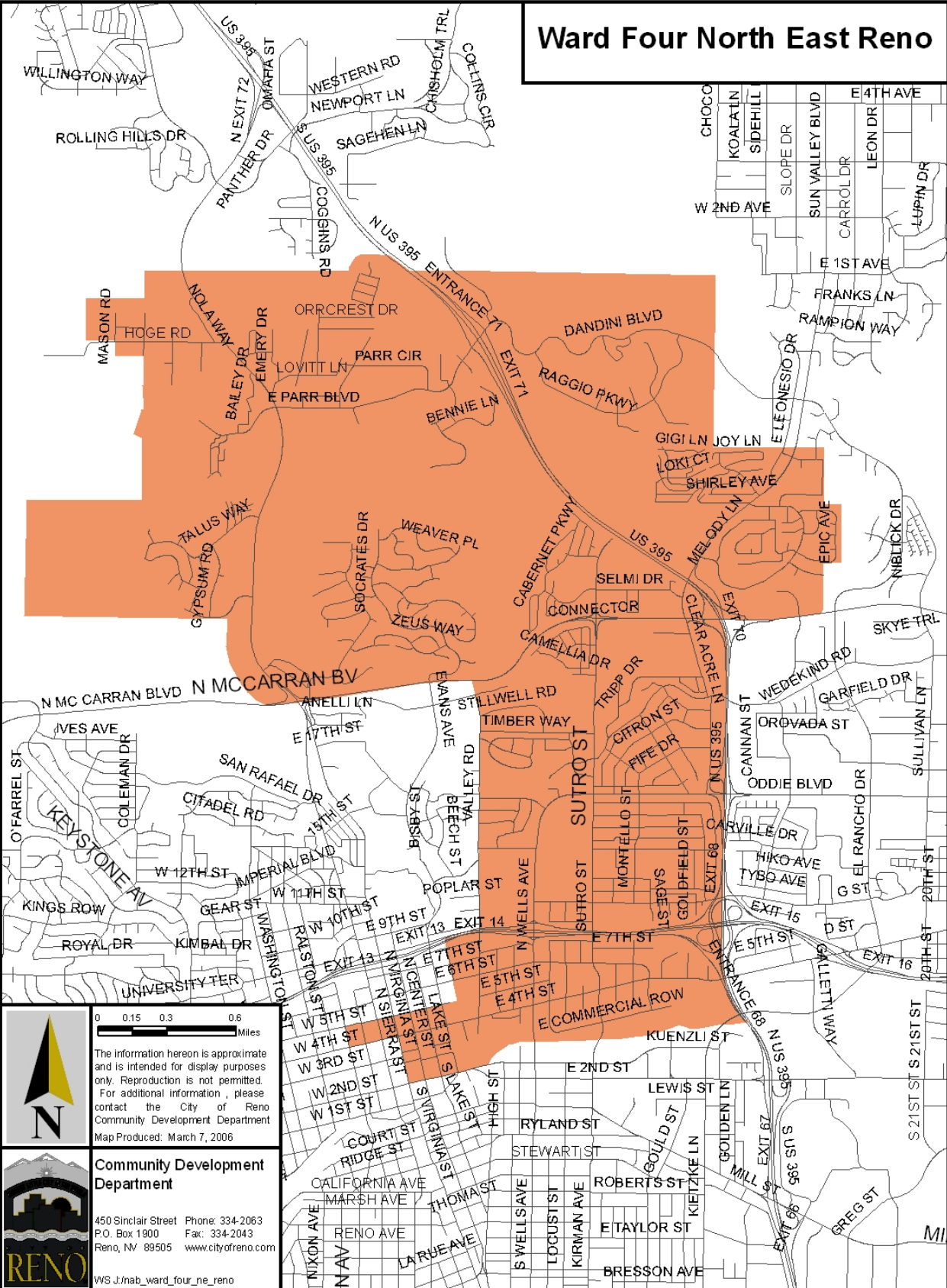
The information hereon is approximate and is intended for display purposes only. Reproduction is not permitted. For additional information, please contact the City of Reno Community Development Department. Map Produced: March 7, 2006

Community Development Department

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P.O. Box 1900 Fax: 334-2043
Reno, NV 89505 www.cityofreno.com

WVS J/mdx_nab_ward_three_e_reno

Ward Four North East Reno

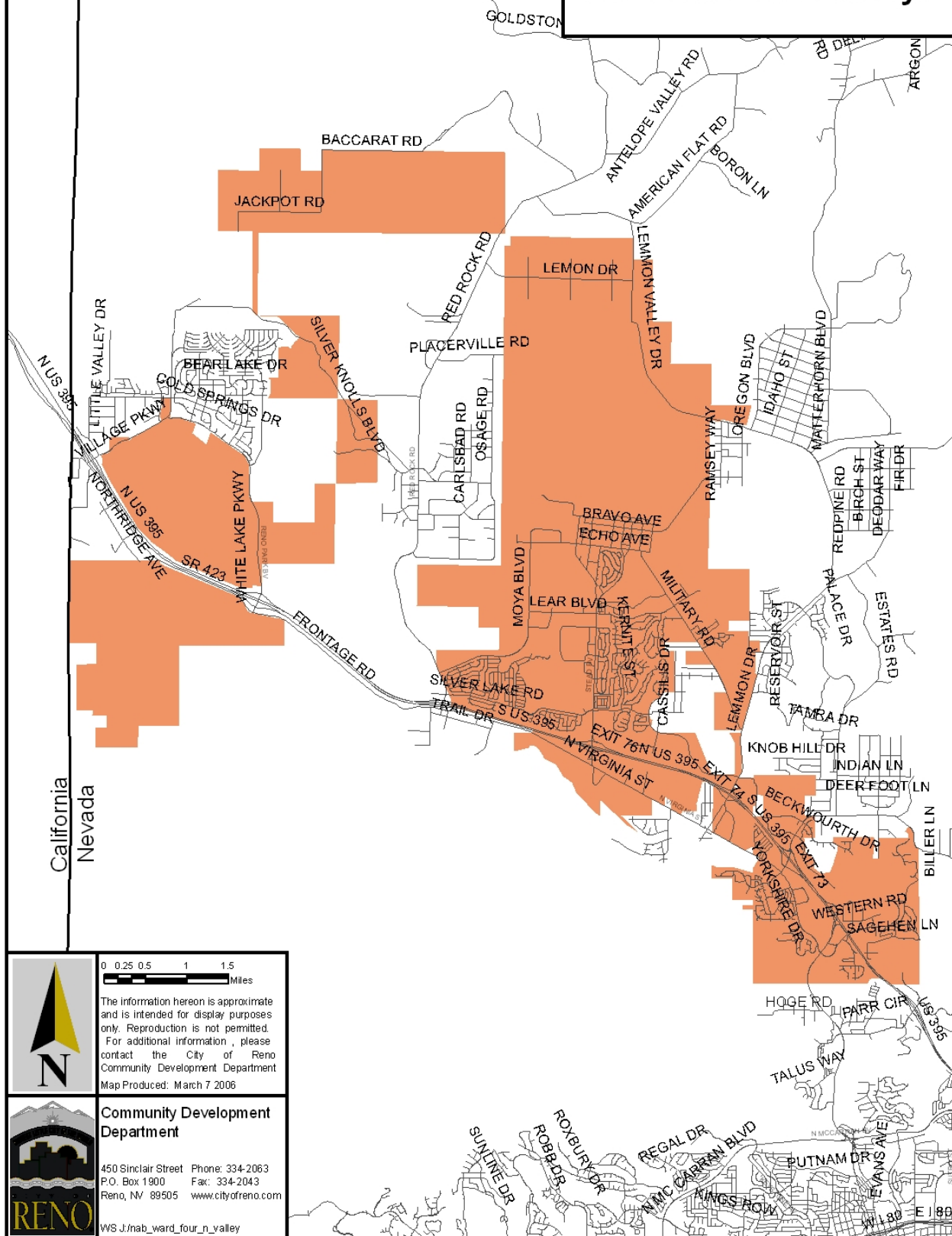


Community Development Department

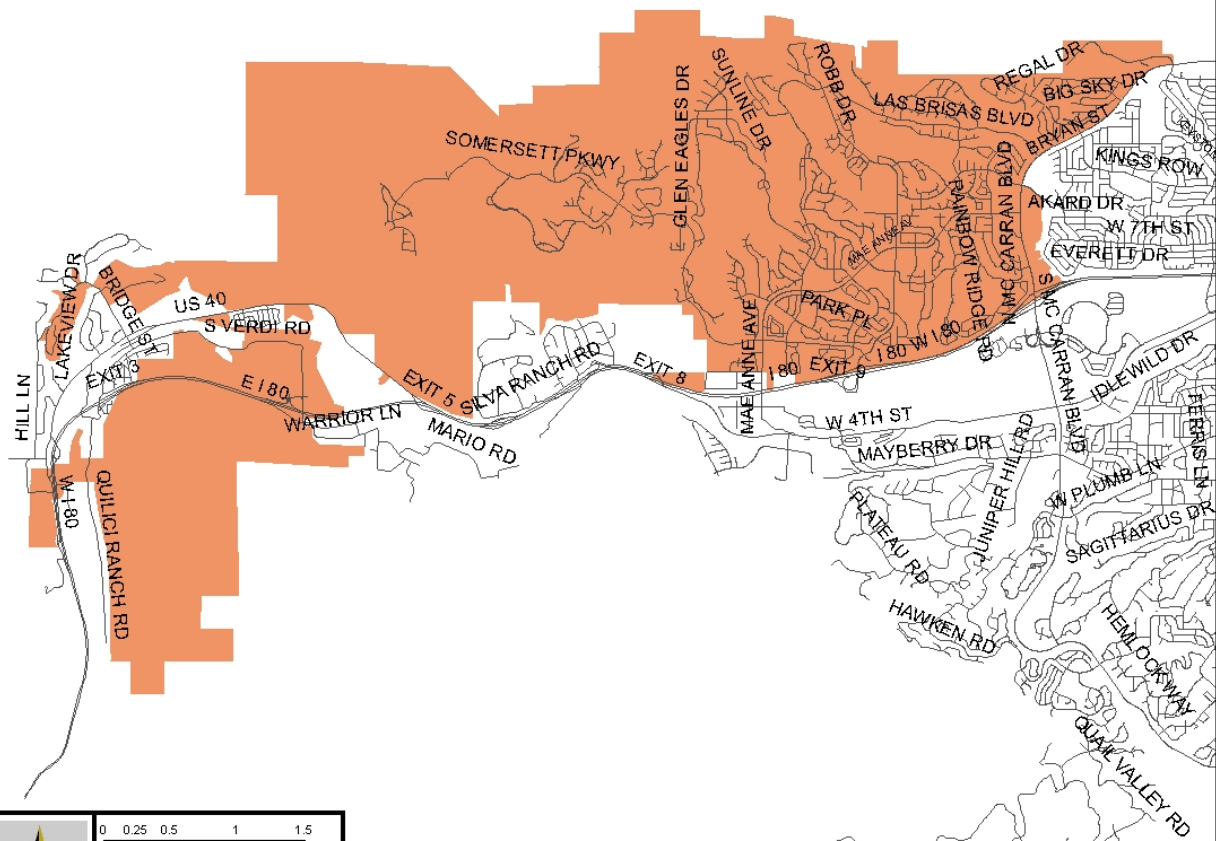
450 Sinclair Street Phone: 334-2063
P.O. Box 1900 Fax: 334-2043
Reno, NV 89505 www.cityofreno.com

W5 J/nab_ward_four_ne_reno

Ward Four North Valleys



Ward Five Northwest Reno



	<p>0 0.25 0.5 1 1.5 Miles</p> <p>The information hereon is approximate and is intended for display purposes only. Reproduction is not permitted. For additional information, please contact the City of Reno Community Development Department. Map Produced: March 7, 2006</p>
	<p>Community Development Department</p> <p>450 Sinclair Street Phone: 334-2063 P.O. Box 1900 Fax: 334-2043 Reno, NV 89505 www.cityofreno.com</p> <p>WVS J:\nab_ward_five_n_reno_map</p>

Ward Five Old Northwest Reno

